

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">23.1</p> <p>Date Filed</p> <p style="text-align: center;">October 14, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">5</p> <p>Effective Date</p> <p style="text-align: center;">February 3, 2006</p>
<p>Authority/References</p> <p>KRS 196.035; KRS 197.020, 197.270, 197.275 ACA 4-4182, 4-4319, 4-4512 through 4-4521 CPP 14.3</p>	<p>Subject</p> <p style="text-align: center;"><b>RELIGIOUS PROGRAMS</b></p>	

## I. DEFINITIONS

"Religious diet" means any diet deemed essential by the judicatory of a particular religious faith.

"Religious items" means items associated with a particular religious faith which may include religious medallions, kufi cap, prayer rugs, crucifix, yarmulke, prayer beads, rosary, sacred eagle feathers, medicine bag or Star of David.

"Religious practice" means outwardly observable manifestations of religious beliefs including participating in congregations and meetings, engaging in rituals and ceremonies; praying, chanting, singing; wearing special items of clothing, jewelry, hair-styles or beards; adhering to special diets, and participating in special activities characteristic of a particular religion or adherents of a particular religion.

"Chaplain" means a correctional employee or approved volunteer authorized to provide religious counsel, instruction and advice to inmates and to provide a system of services or religious volunteers, ecclesiastical visitors and guests for inmates.

## II. POLICY and PROCEDURES

A. The Department of Corrections shall ensure that each inmate has the opportunity to participate in practices of his religious faith that are deemed essential by the faith's judicatory.

1. An inmate shall be allowed access with the approval of the chaplain and in compliance with CPP 16.2 to religious publications, religious symbols, congregational religious services in appropriate space, individual and group counseling, religious study classes, and adherence to dietary requirements.
2. Religious practices shall be limited only by documentation showing a threat to the safety of persons involved in an activity or that the activity itself disrupts order in the institution.

Policy Number	Effective Date	Page
23.1	February 3, 2006	2

- B. Each institution shall provide a chaplain who plans, directs and coordinates all aspects of the religious program including approval and training of both lay and clergy volunteers from faiths represented by the inmate population.
- C. If the chaplaincy staff or volunteers do not include a religious leader of an inmate's faith, the chaplain shall assist the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person may minister to the inmate under the supervision of the chaplain.
- D. The chaplain, in cooperation with the warden or his designee, shall develop and maintain communications with faith communities and approve donations of equipment or materials for use in religious programs.
- E. The Director of Operations/Programs shall have final authority over publications, services, volunteers and other operations of religious services to insure that each institution adheres to the same procedures. Inmates may not have special services or receive certain literature, religious icons, and or other religious items at one particular institution but not at another.
- F. Chaplain's Qualifications
  - 1. Each institution shall secure a chaplain with minimum requirements of clinical pastoral education or equivalent specialized training.
  - 2. Each chaplain shall be endorsed by the appropriate religious certifying body.
- G. Chaplain's Responsibilities
  - 1. The chaplain shall assure equal status and protection for all religions unless the religion is disruptive to order or security.
  - 2. The chaplain shall coordinate all scheduling of religious programs to ensure adequate opportunity for religious expression.
  - 3. The chaplain shall have physical access to all areas of the institution to minister to inmates and staff. He shall visit special management program areas weekly as required by CPP 10.2.
  - 4. The chaplain shall develop and maintain close relationships with community religious resources.
  - 5. In facilities with an average daily population of five hundred (500) or more inmates there shall be a least one (1) full-time chaplain. In facilities

Policy Number	Effective Date	Page
23.1	February 3, 2006	3

with less than five hundred (500) inmates, adequate religious staffing shall be available.

6. The chaplain shall supervise all chaplaincy students.
7. The institutional chaplain shall coordinate and supervise all religious volunteers in accordance with CPP 26.1.

#### H. Religious Programming

1. The institution shall provide space and equipment adequate for the conduct and administration of each religious program.
  - a. In an institution that uses a common worship area, adequate space shall be provided for religious emblems and other items used during worship.
  - b. The institution shall maintain a basic library of religious reading materials, which shall include required literature of faiths represented by the inmate population.
2. Services and Ceremonies
  - a. Each institution shall provide religious services pursuant to this policy.
  - b. A specific religious service and ceremony may be provided based upon the inmate's stated religious preference.
3. Religious Objects and Literature
  - a. All institutions shall permit an inmate to possess items essential to the practice of his particular religious faith so long as the items are not a threat to institutional security. A current list of approved items shall be distributed to each institution by the Director of Operations/Programs.
  - b. An inmate shall have access to religious publications subject to the limits established by KRS 197.275, CPP 16.2 and CPP 16.4.
4. Religious Diets

The department shall, to the extent it is feasible and within appropriate institutional resources, provide each inmate with the opportunity to satisfy the minimum dietary requirements deemed essential by his faith's judicatory. Religious diets shall be included in the Department of

Policy Number	Effective Date	Page
23.1	February 3, 2006	4

Corrections' master menu. Any request for a religious diet not included in the master menu shall be reviewed by the Director of Operations/Programs.

#### 5. Religious Funding

- a. A chapel fund, apart from the institutional budget, may be established for the religious program and may be used for the following:
  - 1) Purchase of religious literature, music, and other materials.
  - 2) Purchase of equipment, including sound and music equipment, for operation and maintenance of the program.
  - 3) Funding social events or supplying refreshments for special events.
- b. Any inmate may donate to the chapel fund.
- c. A donation by a private citizen and community group may be accepted into the fund.
- d. Any request for an expenditure of chapel funds shall be submitted by the chaplain to the Warden or his designee for final approval.
- e. A requisition form shall describe the purchase or expenditure and a brief justification.
- f. A separate checking account requiring signatures of any two (2) of the following shall be maintained for the chapel fund:
  - 1) Chaplain
  - 2) Warden
  - 3) Deputy Warden
- g. Inmate Faith Groups

An inmate faith group shall not engage in any fund raising activity.

#### 6. Inmate Responsibilities

- a. Upon entry into the correctional system, an inmate's religious preference shall be recorded on the inmate I.D. form. The inmate

Policy Number	Effective Date	Page
23.1	February 3, 2006	5

shall be responsible for advising his Classification and Treatment Officer of any change in religious preference after that time.

- b. It shall be the inmate's responsibility to seek a job or program assignment that does not conflict with his beliefs and practices.
- c. An inmate request for a special service or ceremony shall be made at least forty-five (45) days prior to the requested date. This request shall be made in writing to the chaplain with appropriate justification.

In order to ensure consistency of religious programming, any special request shall be referred through the institutional administration to the Director of Operations/Programs for appropriate action.

### III. STAFF MEETINGS AND TRAINING

- A. The Department of Corrections' chaplains and religious staff shall meet on a quarterly basis to address issues pertaining to religious services. These meetings shall be coordinated through the office of the Director of Operations/Programs.
- B. Training for institutional chaplains shall be coordinated by Corrections Training or the Director of Operations/Programs and may include other community resources.